



**Planning & Community
Development Department**
1421 N Meadowwood Lane
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NON-RESIDENTIAL ENERGY CODE

The State Building Code Council, adopted the Non-Residential Energy Code (NREC), and made it effective April 1, 1994.

An important new feature for NREC is the implementation of enforcement alternatives available to the Building Official. Working together, utilities, Building Officials and the private sector streamlined the implementation and enforcement process. These groups have developed several options for enforcement of the NREC. The City of Liberty Lake Planning & Community Development Department, working with local utility representatives is endorsing an option referred to as "SPE/SI". SPE/SI stands for "Special Plans Examiner/Special Inspector".

The general concept behind SPE/SI is similar to other special inspector programs such as those used for steel, concrete or soils inspections. Owners/applicants/or agents are responsible for contracting directly with a Special Plans Examiner/Inspector for plan review and inspection services with regard to the NREC. A Special Plans Examiner or Special Inspector (SPE/SI) is an individual who has applied for designation through the Washington Association of Building Officials (WABO), passed a comprehensive exam administered by the International Conference of Building Officials (ICBO) and a credentials review conducted by (WABO). All SPE's and SI's used in this system must be approved by the local building department. WABO will maintain an ongoing list of qualified SPE/SI personnel. To receive a copy of this list, contact the Washington Association of Building Officials (WABO) (360) 586-6725. Planning and Community Development will not be providing plan review services for the 2001 Non-Residential Energy Code. The owner/applicant/ or agent will contract directly with the SPE/SI for this service.

Procedurally the applicant shall:

- Employ and pay for the services of a SPE/SI.
- Supply complete and accurate drawings to the SPE.

- Submit evidence of a cooperative agreement with an SPE to Planning and Community Development, prior to permit issuance. The attached "Acknowledgment" form may be used for this purpose. The agreement(s) need to address both plan review and project inspection services when required by the building inspector.
- Request SI field inspections at appropriate times, if required by the building inspector.
- Provide direct access to all inspection areas and/or components.
- Maintain an accessible, on-site repository for records, approved plans, specifications, material documents, SPE/SI records and documents and change orders.
- Notify the Building Official of SI approval by submitting appropriate documents. Upon completion of the project and prior to Certificate of Occupancy issuance, a final report generated by the SPE/SI must be submitted to Planning and Community Development. The attached "Final Report" can be utilized by the project inspector for this purpose.

For more information or an appointment contact:
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SPECIAL PLANS EXAMINER/SPECIAL INSPECTOR ACKNOWLEDGMENT FORM

The referenced project requires special plans examination and/or special inspection in accordance with City policy, and the requirements of the Washington State Nonresidential Energy Code (NREC). Please acknowledge below and return to the Liberty Lake Planning and Community Development Department. This form is required to be submitted prior to the issuance of the permit. If separate agencies/individuals are performing plans examination and special inspection services, separate forms will be required.

DATE: _____

Project Address: _____

Project Name: _____ Project No.: _____

Project Owner: _____ Phone: _____

SPE/SI/Utility/Etc.: _____ Phone: _____

Address: _____

Contact Name/Phone: _____

STATEMENT OF UNDERSTANDING

We hereby acknowledge that we have been engaged by

_____ for the purposes of conducting (circle applicable)

_____ plan review and / or field inspection

on the referenced project pursuant to the provisions of the 1997 Washington State NREC as it relates to the above stated project, and that we are aware that as a Special Plans Examiner/Special Inspector, duties and responsibilities as set forth in the SPE/SI program policies and handbook include (circle applicable):

Review and approve project plans for: Envelope. Mechanical. Lighting.

Observation and approval of: Envelope. Mechanical. Lighting.

All discrepancies shall be brought to the immediate attention of the designer/contractor for correction, then if uncorrected, to the proper design authority and to the Building Official. In addition, a final signed report is required to be submitted prior to the issuance of a Certificate of Occupancy. This report must state whether the work and the project was, to the best of our knowledge, completed in conformance with the approved plans and specifications and the applicable provisions of the Washington State NREC. Any work identified as not being in conformance is required to be brought into conformance, as is acceptable to the special inspector, prior to the issuance of a Certificate of Occupancy.

SPE/SI/Utility/Etc. Signature: _____

Owner: _____ Architect: _____